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# P-CARD APPLICATION USER MANUAL

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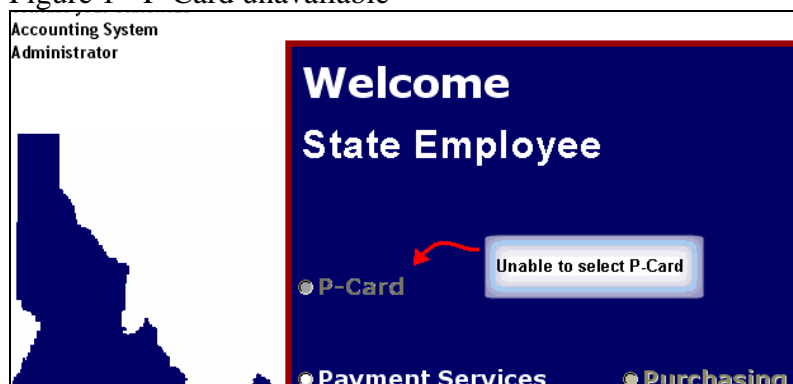
## UNABLE TO SELECT P-CARD

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### INTRODUCTION

If a your P-Card administrator has set you up in the application, but your still unable to select P-Card from the Statewide Accounting System menu, notify the [State Controller's Office \(SCO\) help line](#) and/or your P-Card administrator of the problem and give SCO or you administrator you **User Name** that you log on to the SCO web site with.

Figure 1 - P-Card unavailable



### USER NAME LOG ON INFORMATION

To access the P-Card application, users must log in to the Applications menu on the State Controller's Office home page (<http://www.sco.idaho.gov>)

Figure 2 - SCO Home page and Logon links



When you log on, you are presented with a secure log on screen that asks for your name, agency, and password.

Figure 3 - Secure Log On

The form is titled 'Office of the Idaho State Controller Secure Authentication'. It contains three input fields: 'User Name' with a text box, 'Agency Code' with a dropdown menu currently showing 'Accountancy, Board of', and 'Password' with a text box. To the right of the password field is a red note: '\*\*\* Passwords are case sensitive'. Below the input fields are two buttons: 'Login' and 'Forgot Password?'.

Give all of this information to [SCO](#) and/or your P-Card administrator if you cannot access the P-Card application.